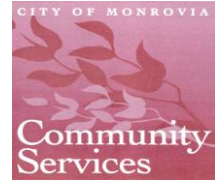




**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**



DEPARTMENT: Community Services

MEETING DATE: April 8, 2014

PREPARED BY: Rebecca Romero,
Assistant Recreation Coordinator

AGENDA LOCATION: AR-1

TITLE: Fee Waiver Request from Carole Kaufman

OBJECTIVE: The purpose of this report is for Community Services Commission to consider Carole Kaufman's request for free use of a quad area on the east side of Library Park.

BACKGROUND: On March 19, 2014, the Department of Community Services Staff received a Facility Fee Waiver form from Ms. Carole Kaufman. The waiver is for Sunday, May 18 from 1:00 – 9:00 p.m., and requests free use of the quad area on the east side of Library Park to conduct a concert festival honoring Monrovia and its residents. Attachment A outlines the facility fee waiver form submitted by Ms. Kaufman with details and a description of the event. Based on the Department's rental policy the following fees would be assessed:

Description of Fee	Fee
Library Park Quad Fee	\$150.00
Staff Recovery Fee * 2 Staff required	\$15.00 per hour / per Staff
Electrical per pole *fee varies on how many poles renter requests	\$50.00
Refundable Security Deposit	\$100.00

ANALYSIS: The Department's rental policy includes three tiers:

- Priority I:** Full rate for private/general public rentals.
- Priority II:** Reduced rate for Monrovia businesses and non-profit organizations. (Discounted 25 percent)
- Priority III:** Free use based on established agreements/Memorandums of Understanding (MOU) with Monrovia organizations such as Monrovia Youth Baseball and Monrovia Unified School District.

Based on the request, the rental will be categorized as a Priority I rental.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with this report.

FISCAL IMPACT: A flat fee of \$150.00 per use, \$240.00 in staff costs, \$50.00 per electrical pole requested and a \$100.00 refundable damage deposit would apply to Ms. Kaufman's request to rent a quad in Library Park. The fiscal impact is a potential revenue loss of \$440.00, after the refundable security deposit is refunded, if free use is approved.

OPTIONS: Community Services Commission has the following options to consider:

1. Deny free use based on the Department's policy and require Ms. Kaufman to pay the Priority I fee of \$540.00 for rental of a facility.
2. Approve Ms. Kaufman's request for free use of Library Park's quad and fountain area.
3. Direct Staff to explore other options.

RECOMMENDATION: Staff recommends that the Community Services Commission move to approve Option number one; Deny free use based on Department's policy and require Ms. Kaufman to pay the Priority I fee of \$540.00 for rental of the facility, as outlined in this report

COMMISSION ACTION REQUIRED: If the Community Services Commission concurs, the appropriate action would be a motion to approve option number one; ***Deny free use based of the Department's policy and require Ms. Kaufman to pay the Priority I fee of \$540.00 for rental of a facility as outlined in this report.***